

Minutes of Video Conferencing of Hon'ble the Executive Chairman with all the Chairmen DLSAs, Presiding Officers, District Consumer Forums (Chairpersons, Permanent Lok Adalats), Presiding Officers, Family Courts, Presiding Officers, Labour Courts, Secretaries, DLSAs and Chairmen, SDLSCs held on Thursday, 11th June, 2020

In the Chair:

- **Hon'ble Justice Tarlok Singh Chauhan, Executive Chairman**

In attendance:

- **Sh. Prem Pal Ranta, Member Secretary**
- **Sh. Gaurav Mahajan, Administrative Officer**

Item 1: Legal Services through digital modes and with help of latest technology as a special drive during this COVID-19 pandemic.

- Use of YouTube, WhatsApp, Video Conferencing, Webinar, and any other electronic platform etc. for spreading legal awareness. These activities be started forthwith by DLSAs/SDLSCs and monthly report be sent to this Authority.

Item 2: Sensitisation and motivation of the functionaries of Legal Aid Institutions to adopt digital modes/latest technology for legal literacy and legal awareness of common masses

- Preparation of small capsules of awareness material by DLSAs/SDLSCs based on various schemes of NALSA, SLSA, welfare schemes of the Centre and State Government, Social Welfare Legislations etc. and to be circulated through digital modes.
- Coordination with Print and Electronic Media being the stakeholder for propagating legal literacy programmes and policies.
- Legal literacy programmes may be organised on local cable TV and other available platforms.
- These activities be started forthwith.
- Monthly report be sent to this Authority.

Item 3: Lok Adalats

- Due to COVID-19 pandemic and various advisories issued by government, particularly social distancing and to avoid mass gathering/meeting, organisation of Lok-Adalats will remain suspended till further orders.

Item 4: Permanent Lok Adalats

- Cases may be taken in the Permanent Lok Adalats at micro level relating to public utility services like transport, postal, telegraph, supply of power, light and water to public, sanitation service in hospital, insurance services etc as mandated under chapter VI-A, Pre-litigation, Conciliation and Settlement. Sections 22A to 22E of The Legal Services Authorities Act, 1987.
- Emphasis be laid on the awareness of general public about the functioning, procedure and the nature of cases dealt by the Permanent Lok Adalats. Each DLSA shall take special endeavour in this regard in coordination with Chairperson, Permanent Lok Adalats in the state.
- Schedule of awareness programmes be prepared by Secretary DLSA and be sent to this Authority.

Item 5: Pre-litigation Desks/Clinics established for settlement of matrimonial disputes and motor accident cases at ADR/Mediation Centre in the District Headquarter.

- There is a need to actively coordinate and boost the settlement of matrimonial disputes and motor accident cases in these desks/clinics with special endeavour of Secretaries, DLSAs by adhering to social distancing norms and other advisories. Coordinator Mediation Centre/Secretary DLSA to coordinate the activities by following the procedures laid down in Mediation Clinic Scheme/High Court of

Himachal Pradesh Civil Procedure Alternative Dispute Resolution and Mediation (3rd Amendment - 2015) Rules, 2005 as the case may be.

- Sittings of trained Advocate Mediators in these desks/cells need to be regulated only on need basis by each DLSA and not on the basis of the existing arrangement made on rotation basis. Schedule be prepared by each DLSA and monthly report of the cases taken and settled in these desks/cells to be sent to this Authority.
- Pending cases may be assigned to the trained Advocate Mediators with consent of the parties during this COVID-19 pandemic for mediation by regulating the assignment of cases and following social distancing norms and other advisories issued in this regard.

Item 6: Coordination with government and non-governmental agencies and Linking PRIs, Schools, NGOs, Mahila Mandals, Yuvak Mandals and other local bodies with legal services institutions i.e. VLSCs, Front Offices, Legal Aid Clinics etc.

- Effective steps be taken by DLSAs, by associating the Nodal Officers of the District for better coordination with government and non-governmental agencies and Linking PRIs, Schools, NGOs, Mahila Mandals, Yuvak Mandals and other local bodies with legal services institutions i.e. VLSCs, Front Offices, Legal Aid Clinics etc.

Item 7: Preparation of telephone directory at each DLSA level containing helpline/tele-phone numbers DLSA, Secretary DLSA, Chairmen, SDLSCs, Retainer Lawyers and PLVs manning the front offices/clinics/VLSCs and circulating the same to PRIs, Schools, NGOs, Mahila Mandals, Yuvak Mandals and other local bodies for better coordination and to promote legal services.

- Telephone directory at each DLSA level be prepared by Secretary DLSA containing helpline/tele-phone numbers of DLSA, Secretary DLSA, Chairmen SDLSCs, Retainer Lawyers and PLVs manning the

Front Offices/Clinics/VLCSCs and circulating the same to PRIs, Schools, NGOs, Mahila Mandals, Yuvak Mandals and other local bodies for better coordination and to promote legal services and be displayed on the website of District Court. Copy be kept in the Front Offices, Legal Services Clinics and VLCSCs.

Item 8: Front Offices

- The Front Office at District Court, Bilaspur to be shifted to the main entrance of the District Court Complex.
- There should be no overcrowding in the Front Office and social distancing norms and other advisories be followed.
- The Front Offices to be equipped with internet enabled CCTV Cameras in all the District Headquarters.
- The landline telephone connection installed in Sub-divisional Legal Services Committees be shifted to the Front Offices and be made functional as per direction issued vide letter no. 30-LSA/NALSA/2020-3142-3144 dated 23.05.2020 of this Authority.
- Wide publicity of the help lines be given in Print and Electronic Media.
- Legal Aid Helpline installed in the Front Office be attended by the Retainer Lawyers/PLVs and the record of calls attended and the legal services rendered by them be prepared.
- Cause list of legal aid cases be prepared by the Officials of DLSA/SDLSC.
- Emphasis be on, to make Front Office as one stop centre for all court based legal services.
- DLSAs to regulate the sittings of Retainer Lawyers and PLVs in the Front Offices on need basis during lockdown.
- Target may be given to Retainer Lawyers and PLVs manning the Front Offices to motivate the litigant public visiting Front Offices and

to promote the identification of cases for settlement through ADR Mechanism.

- The legal literacy display boards in the Court complexes have become faded. Boards are required to be re-painted and updated. May be replaced on need basis.
- Compilation of all the welfare schemes of the centre and state government be prepared by each DLSA and be displayed regularly on LED screen installed in the Front Offices along with the schemes of NALSA and SLSA.
- Daily cause list of legal aid cases be prepared and displayed in the Front Offices.
- Monthly report of the activities carried in the Front Offices be sent to this Authority.

Item 9: Legal Aid Counsel for bail and remand.

- No justification to continue Remand Counsel in the Courts of Executive Magistrate.
- A panel of existing Remand Counsels be prepared by the Chairmen, DLSAs in such a manner that one Remand Counsel will cater to the need of three Courts. Be regulated on **need basis** by preparing roster (Where there are more than three courts). Intimation in this regard be given to this Authority.
- A panel may be drawn for two levels i.e. one for the Courts of Session and Addl. Session Judges and the second for Magisterial Courts including the courts of Executive Magistrate.

Item 10: Legal Services Clinics in Jail

- DLSAs to regulate the sittings of Retainer Lawyers and PLVs, on weekly basis by rotation in the Legal Services Clinics in Central/District/Sub Jails during COVID-19 pandemic.

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- DLSAs to regulate the visits of Jail Visiting Counsel on weekly basis by rotation in the Legal Services Clinics in Central/District/Sub Jails.
- Roster be prepared and sent to this Authority.

Item 11: Legal Services Clinics in Juvenile Justice Board

- The work of legal services clinics opened in Juvenile Justice Boards be looked after by the Retainer Lawyers/PLVs manning the Front Offices, where sittings of JJB are held in the same premises. However, where JJB held sittings in other premises, roster be prepared of Retainer Lawyers/PLVs for these clinics on need basis. Intimation be given to this Authority.

Item 12: Village Legal Care and Support Centres

- PLVs manning these VLCSCs be given target oriented field job.
- PLVs be given monthly target for identifying the legal aid beneficiaries, beneficiaries under welfare schemes and cases for settlement through ADR Mechanism and cases be referred to concerned DLSA/SDLSC.
- Village clinics be digitally linked with Front Offices. Weekly update be taken.

Item 13: Renewal of Panels of Legal Practitioners under Regulation 21 of H.P. State Legal Services Authority, Regulation 1996, Panel of Retainer Lawyers/PLV for Front Office/VLCSC/other Clinics and Bail & Remand Counsel under H.P. Legal Aid Counsel Scheme, 2003.

- There is a need to revamp and minimise the size of panel for different categories as above.
- There should be one date for the renewal/approval of all the panels in the state of Himachal Pradesh or as specified by Hon'ble Executive Chairman.

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Item 14: Monthly institution and disposal statement of legal aid cases by DLSAs

- Monthly institution and disposal statement of all the legal aid cases be prepared by each DLSA and be sent to this Authority.

Item 15: Counselling and Conciliation be tried in every domestic violence case and affected children be taken care of by coordinating with the concerned agencies working for the welfare of children.

- Counselling and Conciliation be tried in each and every case of domestic violence reported to legal services institutions and affected children be taken care of by coordinating with the concerned agencies working for the welfare of children. Coordination be made with the Protection Officer, Women Helpline and the service provider, if any.
- Cases may be referred to the Pre-litigation help desk opened for settlement of matrimonial disputes, at district headquarters with consent of parties. Procedure as envisaged under Mediation Clinic Scheme be followed for passing of final award.
- Coordinator, Mediation Centre/Secretary, DLSA shall play an active part to boost such activities.
- Monthly report be submitted.

Item 16: Documentation of each and every legal services activity.

- Each and every legal services activity carried by the DLSAs/SDLSCs be documented.

Item 17: Review and assessment of all legal services activities on monthly basis carried in the district.

- All the monthly activities carried out in the district should be reviewed by Secretary DLSA and report be submitted to this Authority.

Item 18: Any other matter with permission of the Chair.

- There should be a link/page on District Court websites about the legal aid/advise and the kind of legal services being provided by the legal services institutions and also about various welfare schemes of the centre and the state government including schemes of NALSA and SLSA.
- Each DLSA should organise webinars once in a month for training of Legal Services Panel Lawyers, PLVs, Representatives of PRIs etc. and be coordinated by Secretary DLSA, who shall also prepare schedule of training programmes and be sent to this Authority.
- The Secretary, DLSA is the Principal Officer of District Authority and custodian of all assets, accounts, records and funds placed at the disposal of District Authority. He/She shall maintain or cause to be maintained true and proper accounts of the receipts and disbursement of the funds of the District Authority as per financial rules, procedures and guidelines, issued from time to time.

Minutes Authenticated by Member Secretary, HPSLSA


Member Secretary
HPSLSA